



**Cross Country NWT Annual General Meeting**  
**Virtual Meeting**  
**Monday, May 30, 2022**  
**7:00 pm**

**Cross Country NWT**  
Mon, May 30, 2022 7:00 PM - 9:00 PM (MDT)

**Attendance:**

Shawne Kokelj, President  
Tracey Pope, Vice President  
David Mahon, Director  
Diep Duong, YK Club Rep  
John Stephenson, YK Alternate Club Rep  
Ashley Coombs, Hay River Club Rep  
Tess Forbes, Inuvik Club Rep  
Sharon Irwin, Fort Smith Club Rep  
Sarah Pruys, Administrator  
Ollie Williams, Administrator

<b>Agenda Number</b>	<b>Agenda Item</b>	<b>Notes/Discussion/ Information</b>	<b>Decision/Action</b>
1	Call to Order	Took place at 7:04 p.m.	
2	Approval of Agenda	Additional Agenda Items: None.	<i>Agenda approved.</i>
3	Approval of Minutes from 2021 AGM	Minutes, CCNWT AGM May 31, 2021	<i>Minutes approved.</i>

4	Report on 2021-2022 activities	<p><b>A. President's Report</b></p> <ul style="list-style-type: none"> <li>• Congratulations on phenomenal programming across the NWT and thanks for all the volunteer efforts.</li> <li>• Year two of a three-year contract with Ollie and Sarah, who have managed many items. Kudos to Sarah for her funding application wizardry, coaching course scheduling, and organizing many components of non-club skiing support, while also drafting policies and procedures.</li> <li>• The amount of money that we took in for those events covered the cost of what we pay for admin over the course of a year.</li> <li>• Club events across the territory: incredible creativity (shoutout to the flaming pumpkins event).</li> <li>• More coach certification and training completed. Still challenging because of COVID, there was a late start to some of it.</li> <li>• Three post-secondary grant recipients: Clair Littlefair, Nicolas Bennett and Jack Panayi. One is potentially moving back this coming year and looking forward to coaching.</li> <li>• A great territorials thanks to Yellowknife Ski Club and those who travelled from out of town, kudos to Kerry Wheler and crew.</li> <li>• Really excited about future work with Spirit North in terms of community skiing. Awaiting word on a national proposal but even if that doesn't happen, we have a great</li> </ul>	<i>Approved financial statements.</i>
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		<p>relationship now.</p> <ul style="list-style-type: none"><li>• Work with MACA is ongoing. Positive interactions to date.</li><li>• Work to be done on strategic plan.</li><li>• We're one of the only sport organizations that is actively engaging with non-club, community skiers. Really proud of efforts made to ensure continuation of the former Ski North program that Karen Johnson ran.</li><li>• We have folks like Nunavut who have actively been reaching out to us as they try to develop themselves as a TSO. They're looking for advice on how to incorporate community skiing as they anticipate only one or two club locations but many more communities have skiers.</li><li>• How do we incorporate them into the bylaws so that they have a voice on our board?</li><li>• Thank you, it has been an honour and best of luck moving forward.</li></ul> <p><b>B. Treasurer's Report and Approval of Financial Statements</b></p> <p>There were no questions.</p> <p><b>C. Administrators' Report</b></p> <p><b>General Administration</b></p> <ul style="list-style-type: none"><li>• Draft grant applications on behalf of clubs and communities (<b>in total, secured \$36,700 in additional</b></li></ul>	
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		<p><b>funding to support coach training and community events in the 2021-22 year)</b></p> <ul style="list-style-type: none"> <li>• Respond to emails from Nordiq Canada, clubs, and general public</li> <li>• Check mailbox and email inbox</li> <li>• Update social media and website regularly (used to promote/share events, applications, meeting minutes, etc)</li> <li>• Post and collect applications for the Post-Secondary Grant, AWG Coaching Team, and CWG Coaching Team</li> <li>• Draft new policies and update existing policies</li> <li>• Write cheques for executive to sign</li> <li>• Coordinate SDP order, invoice clubs, mail SDP materials to clubs</li> <li>• Update ledger, invoices payable, and invoices receivable regularly</li> <li>• Write and submit the annual WCLP report</li> <li>• Attend Sport North AGM, Sport North Forum, and other training opportunities</li> <li>• Attend Nordiq Canada Division Executive Directors Committee Meetings and CAD Coordinator Meetings</li> <li>• Attend CCNWT executive pre-board meetings and board meetings</li> <li>• Draft CCNWT meeting agenda, action items, and minutes</li> </ul> <p><b>Community Club Support</b></p> <p>Cross Country NWT administration provides support to four affiliated clubs in the Northwest Territories – the Hay River Ski Club (also used by/provides programming for K'atlodeeche First Nation), the Yellowknife Ski Club (also used by/provides programming for N'Dilo and Dettah), the Fort Smith Ski Club (also used by/provides programming for Fort Fitzgerald), and the Inuvik Ski Club.</p> <p>As requested by clubs, CCNWT administration provides support such as scheduling training, applying for funding,</p>	
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		<p>and developing programming.</p> <p><b>Club Program Development</b></p> <ul style="list-style-type: none"><li>• Drafted an application for the Fast and Female Skiing Grant for the Yellowknife Ski Club</li><li>• Acted as a liaison between the Hay River Ski Club and Department of Municipal and Community Affairs (MACA) when the club's legacy funding expired and a new agreement was sought.</li><li>• Coordinated club requests for additional support from MACA (due to the unique nature of ski clubs in the NWT), and continue to coordinate communication with MACA with the goal of finding long-term, sustainable funding for all ski clubs in the NWT.</li><li>• Provided advice to the Inuvik Ski Club's new board as they worked to get the club up and running again after Covid and a few years of inactivity.</li><li>• Promoted and collected club funding applications and disseminated approved funding. Supported clubs in meeting their reporting requirements for the club funding they received from CCNWT.</li></ul> <p><b>Training</b></p> <p><i>Planned in 2021/22:</i></p> <ul style="list-style-type: none"><li>• CC in Yellowknife</li><li>• L2T in Yellowknife</li><li>• CC in Inuvik</li><li>• CC and CANSI in Hay River (canceled due to low sign-up)</li></ul> <p><i>All courses:</i></p> <ul style="list-style-type: none"><li>• Work with clubs to identify coach training needs;</li></ul>	
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		<ul style="list-style-type: none"><li>● Identify qualified Learning Facilitators (LFs) as per the <u>Community Facilitation Policy</u> and the <u>NCCP Course Registration and Fee Policy</u>:<ul style="list-style-type: none"><li>○ Coach LFs are certified to train coaches by the National Coaching Certification Program;</li><li>○ CANSI LFs are certified to train instructors by the Canadian Association of Nordic Ski Instructors (CANSI);</li><li>○ Verify LFs for NCCP programs are registered in The Locker and have the certifications required to facilitate the course.</li></ul></li><li>● Work with Clubs and LFs to set course dates, including the coordination between clubs of courses offered;</li><li>● As appropriate, advertise scheduled courses to all clubs;</li><li>● Book and pay for LF travel and accommodations, as required;</li><li>● Issue LF payment upon receipt of invoice from the LF to CCNWT and completion of all workshop requirements, including filing of required paperwork such as registration forms or confirmations of attendance:<ul style="list-style-type: none"><li>○ LFs are paid a \$400-per-day honorarium to administer workshops;</li><li>○ LFs will also be compensated for travel time and reimbursed for their food/per diem costs;</li><li>○ See <u>Facilitator Fee Policy</u> for details.</li></ul></li></ul> <p><b><i>NCCP Coaching or Professional Development courses:</i></b></p> <ul style="list-style-type: none"><li>● Set up course in the The Locker;</li><li>● Assist clubs in verifying participants have appropriate prerequisites in The Locker database;</li><li>● Following registration deadline, finalize list of participants and share with Club contact and LF;</li><li>● With support from LF, draft email for clubs to send to participants which will include pre-reading documents,</li></ul>	
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		<p>course details (venue, date, time), a list of what to bring to the course;</p> <ul style="list-style-type: none"><li>• Following the course's completion, ensure successful participants get credit for the course in The Locker by submitting the course to Nordiq Canada;</li><li>• Pay Nordiq Canada \$25 fee for each successful NCCP course completion by NWT residents.</li></ul> <p><b>Community Programming</b></p> <ul style="list-style-type: none"><li>• Organized Local Sport Leaders teaching clinics in the Sahtu (Fort Good Hope, Deline, Norman Wells, Colville Lake, and Tulita)<ul style="list-style-type: none"><li>◦ This includes securing funding; hiring an instructor; providing support to the instructor (ie making sure they can provide students with the necessary equipment, warm clothing, and snacks; organizing travel, advertising the event/course, being 'on-call' to support instructors with things like last minute travel changes; writing a final report for funders)</li></ul></li><li>• Organized RYSE event in Fort Providence (with Kakisa, Enterprise, Hay River, and other communities invited to participate)<ul style="list-style-type: none"><li>◦ This includes securing funding; hiring an instructor; providing support to the instructor (ie making sure they can provide students with the necessary equipment, warm clothing, and snacks; organizing travel, advertising the event/course, being 'on-call' to support instructors with things like last minute travel changes; writing a final report for funders)</li></ul></li><li>• Partnered with Spirit North to provide programming in the Beaufort Delta (Inuvik, Fort McPherson, Aklavik, Tuktoyaktuk, and Tsiigehtchic)</li></ul>	
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		<ul style="list-style-type: none"><li>o This includes regular check-ins to see how we can support programming, providing community contact suggestions, ensuring participating schools have the necessary equipment to participate.</li><li>• Provided equipment to a school skiing program in Ulukhaktok</li><li>• Drafted \$100,000 application for federal equity funding to deliver programming to a range of NWT communities and bring skiers from smaller communities to a larger club event.</li></ul> <p><b>Thanks</b></p> <p>Ollie thanked Shawne and Tracey. Tracey delivered a message of thanks to Shawne.</p>	
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5	Election or Appointment Board Members and Confirmation of Member Ski Club Representatives	<ul style="list-style-type: none"> <li>A. President</li> <li>B. Vice-President</li> <li>C. Treasurer</li> <li>D. Directors at Large <ul style="list-style-type: none"> <li>a. Yellowknife Ski Club</li> <li>b. Fort Smith Ski Club and Nordic Centre</li> <li>c. Hay River Ski Club</li> <li>d. Inuvik Ski Club</li> </ul> </li> </ul>	<p>Decision</p> <p><i>A. David Mahon B, C, D. Vacant.</i></p> <p><i>Club reps unchanged.</i></p>
6	Adjourn		7:38pm